

CA1
CS
-P71

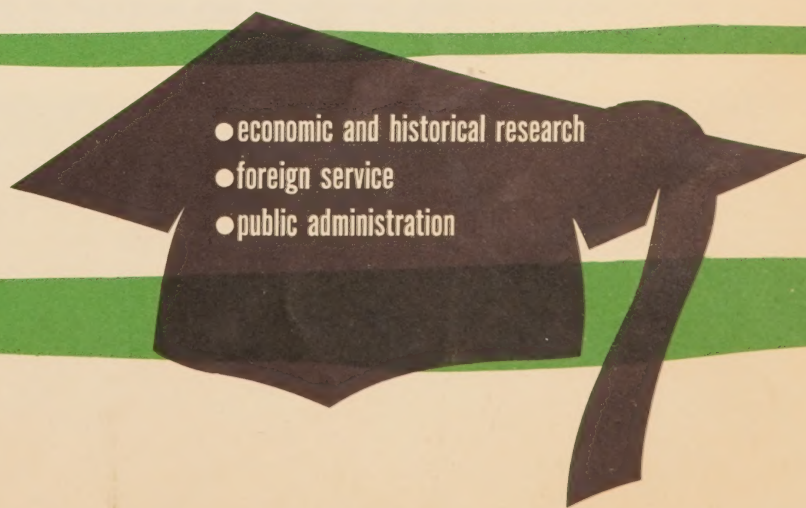
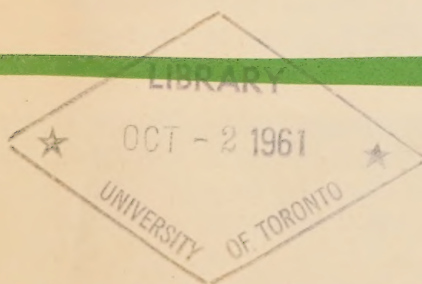
Canada. Public service commission
[General publications]
[C-4] Career opportunities
for university graduates with the
civil service of Canada. 1961

pauph



career opportunities

for university graduates with the civil service of Canada



- economic and historical research
- foreign service
- public administration

CAREER OPPORTUNITIES

INDEX *

CAREER OPPORTUNITIES	FOR JOB DESCRIPTION	SUBJECTS SPECIALIZED IN															GENERAL INDEX		
		Anthropology	Arts General	Commerce	Economics	Education	History	Languages	Law	Mathematics	Political Science	Psychology	Public and Business Administration	Sciences and Engineering	Sociology	Statistics	TITLE	PAGE	
ECONOMIC AND HISTORICAL RESEARCH																		Career Opportunities	1
In Economics	Page 3	x	x	xx	xxx					xx	x		x		x	xx	Your Future	2	
In Statistics	Page 4		x	xx	xx					xx	x		x	x	xx	xx	Economic and Historical Research	3	
In History	Page 5	x			x	x	xxx				xx		x		x		Foreign Service	6	
FOREIGN SERVICE																		Public Administration	11
In Citizenship and Immigration	Page 6	x	x	x	x	x	xx	xx	x		x	x	x		xx		Employment Details	17	
In External Affairs	Page 7	x	x	x	x	xx	xx	xx	xx		xx	x	x		xx		Examination Centres	20	
In Trade and Commerce	Page 8		x	xx	xx			xx			xx		xx	xx					
PUBLIC ADMINISTRATION																			
In Various Government Departments	Page 11	x	x	xx	xx	x	x	x	xx	x	xx	xx	xx	xx	xx	x			
In Civil Service Commission	Page 12	x	x	x	xx	xx	x	x	xx	xx	xx	xx	xx	xx	xx	xx			
In Customs and Excise	Page 13			xx	xx				x		x		xx	xx		x			
In Northern Affairs	Page 14	xx	x	x	x	xx	x	xx	x		xx	xx	xx	x	xx				
In Trade and Commerce	Page 15		x	xx	xx				x		xx		xx	xx		x			

*Code

x—Useful for positions in this field.

xx—Advantageous for some positions in this field.

xxx—8 to 10 courses in this subject are required for basic consideration for these positions.

NOTE (1) Courses not listed above may also be applicable to some positions in this competition.

(2) Postgraduate training is highly desirable.

CAREER OPPORTUNITIES



The Civil Service of Canada is the largest single employer in Canada and career opportunities for university graduates are available in almost every conceivable field. The opportunities for development in a wide variety of areas are virtually unlimited. Each year, a select group of university students are chosen by competition to fill approximately 140 administrative and related positions in the federal civil service, both in Canada and abroad.

Because of the variety of career opportunities available, it is most important that you read the material in this booklet from cover to cover and give careful consideration to every area of employment. The competition which is held in the fall consists of a written and oral examination, and is open to Canadian university students here and abroad who are either graduates or students who expect to graduate in the spring of the following year. Early in the new year, all candidates who entered the competition in the fall will be informed as to whether or not they will be offered employment. Most government departments desire that successful candidates report for duty on or before July 1.

Each year there are always a number of university students who do not write the examination in the fall and later decide that they are interested in employment with the Civil Service of Canada. Unfortunately, unless they have written this examination, they cannot be considered for employment opportunities through this competition until the following year. So that you will not encounter this problem, it is strongly suggested that you write the examination this fall whether or not you are interested in employment with the Civil Service of Canada at this time. If you are offered a position in the new year, you will have an opportunity of making a decision on the basis of your interests at that time.

Your decision as to your future career is a major one. Please give this matter serious consideration, and if you have any problems or questions with regard to employment with the Government of Canada, please feel free to consult the Civil Service Commission of Canada at any time.

YOUR FUTURE



Career opportunities in the Civil Service of Canada compare favourably with those in business and industry. Starting salaries are comparable and there is constant research to ensure that the salaries, conditions and benefits of employment are on a par with those elsewhere.

Most departments encourage career development and your advancement will be in direct relationship to your ability on the job and your contribution to the work. You will be given increasing responsibility as your interests and ability warrant. As you prove yourself, you can develop either within your own department or in other departments of government.

2 You will be free to enter federal government competitions for other positions at any time. These are of three types:

1. Departmental—which are open only to employees within a particular department.
2. Inter-departmental—which are open only to civil servants in all departments of government.
3. Open—which are open to civil servants and the public at large.

Competitions for a wide variety of career opportunities are constantly being advertised and you may compete in any of these as your interests and abilities warrant. You are not restricted to the field in which you were originally appointed.

Opportunities with the Civil Service of Canada are interesting and varied and the prospects for self-development are excellent. This latter aspect is a factor which you should carefully consider when applying for any position whether it be in government or elsewhere.

SPECIAL PUBLIC ADMINISTRATION PROGRAMME IN THE OFFICE
OF THE AUDITOR GENERAL

AUDITORS

The Civil Service Commission expects that there may be career opportunities available this year with the office of the Auditor General, which is a professional group carrying out responsibilities similar to those of a large public accounting firm. Its over-all objective is to determine that the various public bodies have carried out their financial responsibilities effectively. The audit procedures include, the evaluation and adequacy of internal controls, a review of the effectiveness of internal audit, a review in order to determine that funds have been used effectively, and the examination of financial transactions in order to certify financial statements.

The Auditor General of Canada is responsible directly to Parliament. The function of his office is to examine the accounts of government departments, Crown corporations and other public bodies.

The annual report of the Auditor General to the House of Commons calls attention to any irregularity, any exceptional procedure, any unauthorized or uncertified expenditure, any loss through fraud, or any matter which the Auditor General feels he should bring to the attention of the House of Commons.

University graduates appointed to the staff will be expected, through the performance of audit assignments and by related studies, to gain knowledge of legislative and executive directions and to further their knowledge of accounting and auditing principles and practices, in order that they may progressively undertake more complex phases of the audit work. For those who wish to gain further academic training in this field, a university in the Ottawa area offers evening courses leading to qualifying examinations for membership in a professional accounting association.

Promotional competitions are held as vacancies occur. Auditors who have made satisfactory progress may look forward to advancement within two or three years.



Digitized by the Internet Archive
in 2022 with funding from
University of Toronto

<https://archive.org/details/31761115511131>

Introduction

Many government departments offer a wide variety of opportunities for university graduates who have specialized in economics. Courses in statistics and mathematics are also a valuable asset in the area of economics. In recent years the increased complexity of social and economic problems has led to an increased need for statistics on the national level and to a corresponding growth in career opportunities in this field.

Economic studies, surveys, analyses and forecasts play an important role in government administration. Because of the complexities of the administrative functions and the many varied fields of activity that are the responsibility of the federal government, most of the larger departments have an economic division to carry out studies and make recommendations on particular problems and to assist in determining policy.

The Public Archives offers career opportunities in historical research and in the evaluation of public documents. Graduates who have specialized in history will find a challenging career in the broad field of Canadian historical development.

ECONOMICS

The duties of Economists with the federal civil service cover a wide and varied field of study including industrial, commercial and foreign trade and other international economic matters, federal-provincial financial arrangements, employment and industrial relations, housing programmes, northern development and other regional matters, government subsidies, taxation policies, economic and financial forecasting and combines investigations.

The work involves frequent liaison with the career staff in government departments in Ottawa and elsewhere, as well as with industry.

In some cases, Economists are responsible for determining concepts under which statistics will be gathered and for reporting on such information. This function for the most part is carried out by Economists located in the Dominion Bureau of Statistics.

A number of departments have a group of Economists located usually at their headquarters in Ottawa who undertake special analyses of economic factors of concern to the department or to the government at large with a view to providing fresh economic information, forecasts and opinions to policy makers on a variety of subjects and areas.

Analyses of financial implications of departments' policies are made by Economists in the Department of Finance where recommendations are evaluated as to their impact on the Canadian economy.

By and large, research staffs deal in macro-economics although some will be concerned with micro-economics.

ECONOMIC AND HISTORICAL RESEARCH

3



Opportunities and Qualifications

Besides openings for general Economists who may apply their talents to most fields, there are openings in certain specializations as outlined below:

Agriculture	Labour and industrial relations
Energy	Mining
Finance (business or government)	Tariff and trade (domestic and international)
Geography	Transportation
Health and hospitalization	Welfare

Those who wish to consider employment in economic research should have eight to ten full year courses in economics and related fields such as statistics. An honours or master's degree is desirable. A minor in public administration, political science, sociology, etc., is a definite asset. An interest in applied research, the Canadian economic situation and present-day problems will also be of value.

■ STATISTICS

Officers who determine the concepts under which statistics are gathered and who carry out factual analysis of this new information are mainly Economists by training. They deal with subject matter as explained in the "Economics" section.

There are also career opportunities in the areas of sociological and educational research. These involve the definition of concepts and the gathering of statistical information and analysis of education and sociological questions in terms of national interest.

Opportunities and Qualifications

The majority of positions in statistical research are located in the Dominion Bureau of Statistics. Openings in statistical research in disciplines other than economics such as sociology, (health and welfare, demography, criminology), education, etc., also require eight to ten full year courses in the major subject concerned, along with one or two courses in statistics.

There is a need for mathematical Statisticians to establish the validity of surveys undertaken by the Dominion Bureau of Statistics itself or in conjunction with scientific research in other departments of government. Applicants interested in this field of employment or in actuarial science are sometimes required to have post-graduate degrees. These job opportunities are advertised through other special civil service competitions and you are invited to write to the Civil Service Commission in this connection.

■ HISTORY

The duties of historical research officers with the Public Archives include the preservation and servicing of historical material. Officers are responsible for identifying, describing and classifying such items as manuscripts, public records, maps, plans and prints and preparing reports regarding their significance. The historical research officer is often required to deal with the public and is frequently called upon to assist researchers including professors, teachers, students and writers seeking information on source material for special studies and projects.

Opportunities and Qualifications

All historical research officers are employed by the Public Archives in Ottawa. These positions offer many challenging opportunities to university graduates interested in a career in historical research. In order to be considered for a position in this field, specialization in history (eight to ten full year courses) is required along with a good background in Canadian, European and American history. It is also advantageous for applicants to have taken courses in methodology for historical research, in records management and in cataloguing of historical documents.



FOREIGN SERVICE

Introduction

University graduates are employed each year by the Department of Citizenship and Immigration, the Department of External Affairs and the Department of Trade and Commerce to serve in Canadian missions abroad. Those selected are posted to Ottawa for training for a period of approximately one to two years, before being posted abroad.

CITIZENSHIP AND IMMIGRATION

The Department of Citizenship and Immigration offers a rewarding career in its Immigration Foreign Service. At present, Foreign Service Officers are stationed in more than twenty-five foreign centres, among them, London, Bristol, Liverpool, Leeds, Glasgow, Belfast, Dublin, Athens, Berlin, Berne, Brussels, Cologne, Copenhagen, Helsinki, Lisbon, Munich, Oslo, Paris, Rome, Stockholm, Stuttgart, The Hague, Vienna, Hong Kong, New Delhi, Tel Aviv, Chicago and New York.

Duties

The duties of a Foreign Service Officer with the Department of Citizenship and Immigration include:

Selecting for immigration to Canada individuals who are found to be suitable in terms of social, economic and labour conditions in this country. Many agencies, public and private, co-operate in this endeavour.

Playing a major role in the implementation of Canada's immigration policy.

Reviewing applications for admission to Canada.

Maintaining liaison with government authorities, public bodies, the information media and countless persons in all walks of life.

Training

If you are appointed as a Foreign Service Officer in Citizenship and Immigration you will participate in a comprehensive two year departmental training course. You will be given training in every phase of immigration work in Canada with special attention to the practical application of the instruction you receive. This will be followed by a cross-Canada familiarization tour. You will then receive a further period of "on-the-job" training in a foreign post, where you can apply your previous instruction under field conditions.



■ EXTERNAL AFFAIRS

The work of the Department of External Affairs has increased greatly since the end of the war. In 1939, the department had 11 posts and a total officer complement of 33. Today the department administers 66 posts in over 50 different countries; 40 Embassies, 1 Legation, 9 Offices of High Commissioners; 7 Consulates General; 4 Permanent Delegations; 1 Mission (Berlin) and 1 Commissioner's Office. In addition Canada is a member of three International Supervisory Commissions—Vietnam (Saigon-Hanoi), Cambodia (Phnom Penh), and Laos.

With an officer staff today of over 400, the department continues to recruit Foreign Service Officers to meet its present and future commitments as formal relations are established in more countries, and Canada's responsibilities to international organizations, such as the United Nations and the North Atlantic Treaty Organization, continue to develop.

Duties

The duties of Foreign Service Officers with the Department of External Affairs vary greatly but generally speaking it may be said that they assist in the:

- Protection and advancement of Canadian interests abroad;
- Interpretation and development of Canadian foreign policy;
- Provision of general information about Canada in foreign countries;
- Maintenance of relations between Canada and other countries;
- Participation of Canada in international organizations;
- Negotiation and conclusion of treaties and other agreements;
- Collation and weighing of information likely to affect Canada's international relations;
- Consular duties (in some posts).

Training

If you are appointed as a Foreign Service Officer in External Affairs you will participate in a training programme in Ottawa lasting approximately one to two years. During the first probationary year, the department tries to ensure that you gain experience in an area division and a functional division. Your tour of duty in each will cover a period of three to four months. You will also attend a series of lectures by senior officers of your department and other departments and by speakers from outside the service. These are designed to round out your knowledge of the government service and Canadian affairs. After the probationary period is completed, you will generally remain in the last division to which you were assigned until you are posted abroad.

TRADE AND COMMERCE

The expansion of Canada's international trade is vital to the well-being of the national economy and the Department of Trade and Commerce is specifically charged with the responsibility for promoting this trade. The overseas arm of the department is the Trade Commissioner Service and "Trade Commissioner" is the traditional title of the Foreign Service Officers of the Department of Trade and Commerce who work abroad to further Canada's foreign trade and protect her commercial interests. Since its establishment in 1895, the Trade Commissioner Service has continuously made important contributions to the growth of the Canadian trade. Today, it has more than 150 officers, most of whom are stationed at the 63 posts in 45 different countries.

Duties

The duties of Foreign Service Officers with the Department of Trade and Commerce include:

- Expanding Canada's exports;

- Assisting Canadian businessmen (importer or exporter) engaged in Canada's foreign trade;

- Endeavouring to bring together Canadian exporters and foreign importers;

- Studying the business conditions and needs of the territories in which they are located and reporting on import requirements;

- Obtaining and forwarding to Canadian exporters, enquiries for Canadian goods;

- Surveying the market potential for specified Canadian goods and services;

- Reporting on sales opportunities;

- Preparing for publication in the departmental magazine "Foreign Trade" articles on trade, business and financial conditions in the markets where they are stationed, on the sales prospects for particular Canadian goods and services and on other subjects relevant to Canada's foreign trade to keep Canadian businessmen informed of world-wide trade prospects;

- Studying the economies of the countries where they are posted;

- Reporting to the department upon national and international developments of commercial significance, thereby making a material contribution to the formulation of Canadian foreign trade policy.

The information they develop is analysed at Ottawa where it is readily available to all Canadian businessmen, but it is a feature of the Trade Commissioners' work that they deal directly with individual Canadian firms as much as with the department itself.

Training

If you are appointed as a Foreign Service Officer in Trade and Commerce you will participate in a departmental training course in Ottawa lasting approximately 14 months. You will acquire a working knowledge of the specialized roles, practices and requirements of the various branches of the department concerned with foreign trade promotion. You will become acquainted with the activities of other departments and government agencies interested in Canada's foreign trade. Prior to proceeding to your first post overseas, you will make a coast to coast tour of Canada to gain first hand familiarity with the national economy and its export sector particularly, through talks with businessmen and government officials and visits to industrial plants and commercial organizations.

GENERAL INFORMATION

Postings

Foreign postings in all three departments are usually for two to four years, depending on the nature of the post and the needs of the department. In arranging postings, the requirements of the service are given first consideration. The movement of your immediate family and your personal and household effects, to and from your post, is provided at the expense of the department concerned. Provision is also made for travel within your territory.

Officers of the Department of External Affairs usually return to Canada for assignments in Ottawa (which last generally for one to three years) between foreign postings. Officers in the Department of Trade and Commerce and Citizenship and Immigration may also be reposted to Canada on occasion, usually for one to three years, but normally, however, they spend most of their life abroad, moving, as need arises from post to post. Ordinarily, home leave is granted on the completion of each assignment. In the case of Trade Commissioners, home leave is usually extended for business tours across Canada.

Representation

The Foreign Service Officer is an official representative of Canada and this is a most important responsibility. He must do a reasonable amount of formal and informal entertaining and attend a wide variety of functions in an official capacity. He receives allowances for this purpose, depending on his rank and the location of his post. He is expected to establish relations at appropriate levels with the administration of the country to which he is posted and other groups which may be of assistance in his work.

Qualifications

In order to compete for appointment as a Foreign Service Officer in External Affairs and Trade and Commerce, you must have resided in Canada for at least ten years.

Additional credits will be given if you are bilingual, if you have a fluent knowledge of one or more of the foreign languages and if you have had post-graduate training and experience.

Candidates must be able to write and speak clearly and effectively and have the ability to analyse material and to prepare reports and memoranda. They must be personally suitable and able to exercise independent judgement and tact, to assume increasing responsibility and to work effectively with others. They must also be in satisfactory physical condition and, of course, willing to serve anywhere in the world.

In all three departments, the candidates selected are encouraged to study foreign languages and may be helped financially to do so.

Notes

(1) The Department of Citizenship and Immigration does not recruit Foreign Service Officers every year. However, when vacancies occur, appointments may be made through this competition.

(2) If you are interested in a career in the Foreign Service you may wish to subscribe to External Affairs Magazine (20¢ per issue), or Foreign Trade Magazine (20¢ per issue) by writing the Publications Branch, Department of Public Printing and Stationery, Ottawa, Ontario.



Introduction

Probably the widest variety of career opportunities offered by the federal civil service is in the field of public administration. Many government departments offer challenging careers in this general field and in addition, a number of departments offer career opportunities in certain specialized fields with which they alone are concerned.

VARIOUS GOVERNMENT DEPARTMENTS

Each year a select group of university graduates is hired for various government departments in positions similar to those of management trainees in industry. The training and experience offered is designed to develop management skills in public administration.

The duties in the public administration field are quite varied and include:

- Undertaking studies concerning the functions, policies and methods of one or more branches of a department;
- Dealing with personnel management;
- Dealing with many types of government legislation;
- Carrying out research studies;
- Preparing reports on a wide variety of subjects;
- Dealing with financial administration.

Some of the public administration positions will involve rotation through various branches and divisions of a government department. Other positions will involve work in one specific area of a department with increasing responsibility in accordance with the officer's capability.

Opportunities and Qualifications

If you are selected for employment in this field, the Civil Service Commission will assign you to a specific department on the basis of your interests and the requirements of the departments concerned. Every effort will be made to meet the wishes of both you and the department.

Because of the wide variety of career opportunities available to university graduates no specific courses or degrees are required for consideration in this field although, in a few cases, some departments require university graduates to have specific degrees in order to carry out special functions. Generally, however, university graduates are selected for this area on the basis of their general knowledge and personal suitability for this challenging field.



Training

During your first year you will take a course in public administration conducted by the Civil Service Commission. This course runs concurrently with the first year in the department to which you are assigned and covers policies, principles and practices of government administration. The course involves lectures, discussion groups, reading and writing assignments, seminar work, conference skills and case study methods. At the end of the course the board will gather your impressions of both the course and your work, and will assess your contribution to the course and to the department during your first year.

■ CIVIL SERVICE COMMISSION

The Civil Service Commission is the central personnel agency of the federal civil service and, as such, has responsibilities in the following fields: recruitment, selection and placement, wage and salary administration, position classification, staff development and training, management studies and in other allied areas. It provides the young graduate with interesting work and, in many cases, a broad knowledge of the public service which is often helpful in his subsequent career.

Opportunities and Qualifications

Most officers with the Civil Service Commission are based at Ottawa but there are also a number of field positions for those who are interested in the recruitment and selection of personnel for government departments. Some positions involve a fair amount of travel.

An interest in personnel administration or management problems, good judgement, versatility and the ability to adapt well to a variety of circumstances are prime requisites for this field of employment. To those who possess such qualities, the Commission offers important work and stimulating careers.

Training

During your first year you may participate in a Civil Service Commission training programme which is designed to orient you to the basic principles, policies and practices of personnel administration in the federal government.

CUSTOMS AND EXCISE

University graduates who are appointed in this field deal with value for duty, tariff classification and made in Canada status of goods imported into Canada. In the course of such work extensive correspondence is carried on with importers and exporters, or their representatives, including members of the legal profession, customs ports, other government departments, etc.

As an officer acquires experience he will conduct interviews with members of various industries and, in addition, he will be required to act in an advisory capacity to senior officials of the department.

Assistance is given to private and commercial importers on problems relating to customs matters. In addition, officers are often called upon to advise foreign companies contemplating exporting to Canada or the setting up of manufacturing operations in this country. In this regard, the requirements of the customs law are explained in relation to the particular circumstances.

The duties of these officers are interesting and individuals showing aptitude are given scope to exercise personal initiative.

Opportunities and Qualifications

Officers appointed to Customs and Excise are frequently required to make field trips in both Canada and the United States to companies and plants of importers and exporters. The ability to meet and discuss intricate customs problems with high ranking company officials is essential.

Departmental offices are maintained in London, England; Prague, Czechoslovakia; Tokyo, Japan and New York City. As vacancies occur they are filled by qualified officers interested in foreign postings. These officers provide a very useful service to the department by dispensing customs information and conducting investigations abroad.

Promotion is based upon merit and the present expansion in customs appraisal work offers excellent opportunity for future advancement.

Training

Successful applicants are assigned to headquarters in Ottawa. They undergo a period of study and training of approximately six months during which time they are initiated into the work of the Appraisers' Branch.

During the training programme officers will be assigned to one or more of the twelve commodity sections of the branch to gain experience in various phases of appraisal work.

One of the aims of this training course is to provide the opportunity for new officers to become thoroughly familiar with foreign trade practices as well as developments in Canadian and foreign industries. Such knowledge is essential to officers in their frequent day to day contact with all segments of industry, both in Canada and abroad.

NORTHERN AFFAIRS

In Canada's north there are natural resources of great dimensions and there are people who need our help. Much of the responsibility for the development of this vast area falls on a special kind of person—the Northern Service Officer.

The Northern Service Officer has a dynamic role in economic development, whether it has to do with a local fishery or a large mine. Working in association with teachers, social workers, engineers and members of the medical profession, he is constantly in search of a better way of life for a people newly entering the hopes and confusions of the mid-twentieth century.

The job varies from place to place and even from day to day. Sometimes the setting is the distant Arctic where the people still live by hunting and trapping. Sometimes it involves the administration of a northern community. The day may bring a trip to the trap-line, discussions with an employer, a session on Eskimo art or a meeting on community planning.

Opportunities and Qualifications

The administration of the Canadian north is highly decentralized and the man on the ground must have the judgement and leadership to make decisions. He must be able to work closely with the team around him and to use their collective effort to achieve dynamic progress. There is no set term of duty in the north. Many who have gone there since the Northern Service was created have preferred to stay. Those who decide on northern service as a career and who are successful in it, may expect to serve in a variety of northern postings, and also, from time to time, in administrative positions in headquarters at Ottawa.

The kind of person needed in the north must be able to take responsibility and justify the trust put in him in building Canada's future. Those who have specialized in social, economic or political problems in Canada and in the rest of the world will find these subjects to be of value in their work. Intelligence, initiative, imagination and ability to accept administrative responsibility are the qualities required.

Northern Service Officers live in communities with their families in housing not very different from the homes of city suburbs. There are the familiar furnishings, electricity and gadgets, schools, shopping facilities and in most cases, local medical services. Mail is usually only a few days away even though the distances are great between the Northern Service Officer and his Ottawa headquarters, or indeed, the next community.

Training

If you are selected as a Northern Service Officer, you will attend the "Northern University", a course conducted by the department, which is designed to give you an opportunity to find out about the responsibilities of your position, and to discuss the broad aspects of northern administration. In addition, you will have the opportunity of taking a course in the Eskimo language to help you increase your understanding of this important group of Canada's people.

■ TRADE AND COMMERCE

The work of a Trade and Commerce Officer involves several promotional activities both in export and domestic trade. He may be concerned with a specific commodity group and by creating an effective liaison between the industries in that group and the Foreign Service Officers abroad, assist in the development of Canada's export trade. He may be involved in trade treaty research, planning and negotiation and thus assist in creating a climate conducive to the expansion of Canada's export trade. He may be assisting industry or the proprietors of small businesses in Canada or engaging in any one of several activities aimed at improving the condition of the Canadian economy.

Opportunities and Qualifications

University graduates selected as Trade and Commerce Officers will carry out most of their duties in Ottawa. However, from time to time, they may be required to travel in Canada and abroad. The ability to meet and discuss trade problems and a developing awareness of the Canadian economy is a definite asset for this position.

Although there is no specific academic discipline required for qualification in this area, specialization in economics, commerce, agriculture, business administration or engineering would be valuable to university graduates wishing to enter this field.

Training

Officers selected as Trade and Commerce Officers undergo a period of study and training during which time they are initiated into the work of the Department of Trade and Commerce. Through this training course they acquire a general knowledge of Canadian trade practice and policy and become familiar with developments in Canadian industry. Specific studies may be centred around the department's activities in various fields such as foreign tariffs, trade and treaty regulations and the economic policies of other countries which affect Canadian trade.

During the training programme officers will be assigned to one of the trade promotion branches and will have specific duties to perform.



Application

Details on how and when to apply can be obtained through your University Placement Office or by writing to the Civil Service Commission, Ottawa, Ontario. The competition will also be advertised in the daily papers and the university press and a poster giving the examination details will be issued in October. If you are interested in being considered for any of the career opportunities available through this competition please complete a Civil Service Commission application for employment and either forward it to the Civil Service Commission, Ottawa, Ontario, or bring it to the written examination.

In filling out the application, it is essential that you complete all sections in detail and provide complete descriptive information concerning your education and any previous employment you may have had. Comprehensive information on these two subjects is most important in considering your candidacy in this competition.

Qualifications

1. For all positions in this competition, candidates must be university graduates. Students in their final year of study at university are encouraged to apply. Appointment, however, is subject to graduation. Additional credits are given for post-graduate training and related experience.

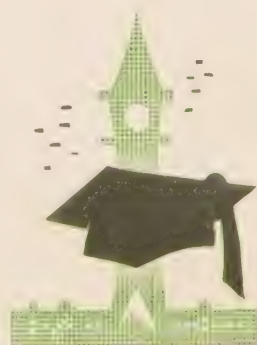
2. The age limit for entering the competition is 31. Candidates entitled to the veterans preference may compete if their current age, minus their war service is less than 31.

Method of Selection

The selection programme consists of two parts—a written objective examination which will be held in November, and an oral examination for all candidates who are successful on the written test. In addition, candidates wishing to be considered for foreign service careers are required to write an essay-type examination which will be held on the same day as the objective examination. The objective examination is a general one designed to measure your verbal facility, analytical ability, reading comprehension and general knowledge, and as a result of this examination several hundred university students will be selected for interview. The oral examination is designed to establish the work areas of interest to you and to assess your suitability for these areas. If you are successful on the objective examination you will be interviewed by a selection team and asked to list your job preferences so that more detailed discussion on these areas can be held. You are free to express preferences for as many positions as are of interest to you and you will be given full consideration in all.

EMPLOYMENT DETAILS

17



Following your interview the selection team will establish a list of those university students who possess to the greatest extent the desirable qualifications for the positions concerned. The students on this eligible list will be offered appointment in order of merit as positions become available. The job offers will be made early in the new year and most departments desire that successful candidates report for duty on or before July 1.

If you wish to familiarize yourself with the nature of the written examination you may do so by writing to Publications Branch, Department of Public Printing and Stationery, Ottawa, Ontario, asking for the booklet "Civil Service Examinations—Specimen Questions and General Information". The cost is 25 cents which should be forwarded with your request.

Salary and Allowances

The starting salary for all classes will range upwards from \$4560 and is based on your academic attainment and on any previous experience you have had which may be relevant to the position for which you were successful. There are regular increases for satisfactory service and numerous opportunities for promotion. Senior positions pay up to \$18,000 a year or more. Your progress will depend upon your ability.

Foreign Service Officers while abroad are given special allowances to compensate for increased living costs and to assist in the maintenance of a suitable establishment. Financial assistance is also provided for education of children.

Successful candidates who are full-time students at Canadian universities may, on appointment to Ottawa, be reimbursed for transportation expenses in excess of \$30. Canadians studying outside of Canada may be assisted in a similar manner with their transportation expenses to Ottawa from their port of entry into Canada. This allowance is given on condition that the candidate agrees to remain in the service for at least one year.

Benefits

In addition to a wide variety of promotional opportunities the civil service offers good working hours, three weeks annual holiday, sick leave credits which accumulate from year to year, an excellent pension plan, a form of low-cost term insurance, a surgical-medical plan and various other benefits. There is also ample opportunity for self-development in addition to on-the-job training. You may take advantage of a wide variety of in-service training courses and special educational leave provisions.

The superannuation plan is one of the most progressive in Canada. After 35 years of service it provides a yearly pension equal to 70 per cent of your average salary calculated on the highest six year earning period.

Other Opportunities

This folder is one in a series which has been prepared for university students. Other folders deal with the classes of work set out below. You can obtain copies from your University Placement Office or by writing the Civil Service Commission, Ottawa, Ontario.

Biological Sciences

Engineering

Physical Sciences

Library Science

Law

Medical Sciences, Dietetics and Social Work.



EXAMINATION CENTRES

Written examinations may be held in the following centres and other centres will be established where required.

Canada

Newfoundland.....	St. John's
Nova Scotia.....	Antigonish
	Halifax
	Wolfville
New Brunswick.....	Fredericton
	Sackville
	Saint John
Quebec.....	Montreal
	Quebec City
Ontario.....	Guelph
	Hamilton
	Kingston
	London
	Ottawa
	Toronto
	Windsor
Manitoba.....	Winnipeg
Saskatchewan.....	Regina
	Saskatoon
Alberta.....	Calgary
	Edmonton
British Columbia.....	Vancouver
	Victoria

United States

Boston, Mass.
 New York City, N.Y.
 Washington, D.C.
 Chicago, Ill.
 San Francisco, Calif.
 Seattle, Wash.

Overseas

London, England
 Paris, France
 Bonn, Germany
 Geneva, Switzerland

We will be pleased to send you any further information you require concerning the competition and the career opportunities available. Please address all correspondence to the Civil Service Commission, Ottawa.

ROGER DUHAMEL, F.R.S.C.
QUEEN'S PRINTER AND CONTROLLER OF STATIONERY
OTTAWA, 1961

Cat. No. SC2-4/2

ISSUED BY THE CIVIL SERVICE COMMISSION OTTAWA

ER 21.11.61

**University of Toronto
Library**

**DO NOT
REMOVE
THE
CARD
FROM
THIS
POCKET**

**Acme Library Card Pocket
LOWE-MARTIN CO. LIMITED**

